

Job Description- Scott County Public Library Director

POSITION: Library Director
Date: April 2013

LOCATION-Scott County Public Library
Georgetown, KY

JOB SUMMARY: Responsible for planning, organizing, directing, and implementing, public library services of the Scott County Public Library taking a role in representing the library in the community, determining service and program priorities and to perform related duties as assigned.

REPORTS TO: Library Board of Trustees

JOB DUTIES:

- Prepares agenda for the library board meetings and makes reports of library operation to the board.
- Recommends policies and management objectives to the library board.
- Responsible for preparation and administration of the library's long-range plan.
- Responsible for preparation and administration of the library's annual budget.
- Responsible for the operation of the library under the financial conditions set forth in the annual budget.
- Supervises payroll and accounting processing.
- Recruits, interviews and hires library employees.
- Supervises, trains, and evaluates staff. Handles employee grievances, warnings, terminations, and resignations as needed.
- Oversees selection of library materials following budgetary guidelines.
- Serves as an ex-officio member of the Friends group.
- Responsible for publicity, including press releases, etc.
- Attends library workshops, meetings and conferences to keep informed of library trends and to meet certification qualifications.
- Responsible for the efficiency of the library's service to the public.
- Works cooperatively with other libraries, educational institutions, and government agencies to ensure high quality of service.
- Responsible for the supervision of maintenance and upkeep of the building, equipment, and grounds of the library.

JOB REQUIREMENTS:

Educational/Experience

- Master's Degree in Library Science from an ALA accredited school
- Minimum of five years of progressively responsible public library experience as a director, assistant director, or senior manager.

Management Skills/Characteristics

- Thorough understanding of accounting and library budgeting
- Working knowledge of library policies, state standards and procedures and how to implement, supervise, and use them.
- Knowledge and understanding of marketing and social media

Other Skills/Characteristics

- Ability to read, write and use a computer
- Ability to establish and maintain harmonious relations with staff and the public
- Ability to communicate effectively orally, in writing and in public
- Ability to maintain high standard of customer service
- Ability to supervise personnel.
- Ability to plan, organize, and coordinate work of library staff.

NOTE: This job description does not necessarily reflect all aspects of the job function.